State of California

DTS Department of Technology Services

JOB HANDLING MANIFEST

1) LOCATION: ____ **CANNERY** ____ **GOLD CAMP**

See Instructions on Back

2) Agency Prefix:	3) Date:	4) Time:	5) Container Number:

6) Job Name	7) Job Number	8) Tape Number	9) Microfiche Pkgs	10) Miscellaneous

11) Total # of Jobs:		12) Total # of Tapes:	13) Total Fiche Pkgs:	

14) Service Desk Ticket # / Comments:

The customer must verify that all of the items above are accounted for; print and sign his/her name below acknowledging receipt; and return the Manifest with the next scheduled delivery. If there is a discrepancy, the customer should open a Ticket by contacting the DTS Service Desk at (916) 464-4311 and identify the missing items.

15) DTS Job Handling Employee's Name (Print):	16) DTS Job Handling Employee's Signature:
17) Customer's Name (Print):	18) Customer's Signature:
19) Date Returned to DTS By Customer:	20) Date Received By DTS:

21) Page _____ **of** _____

DTS 357 (01/07)

JOB HANDLING MANIFEST
INSTRUCTIONS

The purpose of this form is to serve as a manifest to track and account for all media being shipped between the Department of Technology Services (DTS) and the DTS customer locations. Initially, the manifest is completed by the DTS Job Handling staff and placed inside the container on top of the documented media; this container is then locked. The manifest is used by the customer to verify the contents of the container. If all of the items are accounted for, the customer must sign and date the manifest and place it back into the locked container for return to DTS. Customers may photocopy the manifest for their records. DTS will retain this form for a minimum of 30 days.

1) Location Place a checkmark next to the location of the Job Handling Unit.

2) Agency Prefix Enter agency prefix.

3) Date Enter today's date.

4) Time Enter the time the items are secured in container.

5) Container Number Enter container number(s).

6) Job Name Enter job name.

7) Job Number Enter job number.

8) Tape Number Enter tape number.

9) Microfiche Pkgs Enter the number of microfiche packages.

10) Miscellaneous Enter any miscellaneous packages (e.g., the number of envelopes).

11) Total # of Jobs Enter the total number of jobs.

12) Total # of Tapes Enter the total number of tapes.

13) Total Fiche Pkgs Enter the total number of microfiche packages.

14) Service Desk Ticket # / Comments Use this field to enter the Service Desk Ticket number and a brief description of the discrepancy. Also, general comments can be entered is this space.

15) DTS Job Handling Employee's Name (Print) Print name of DTS Job Handling employee who prepared the container for delivery.

16) DTS Job Handling Employee's Signature Signature of DTS Job Handling employee who prepared the container for delivery.

17) Customer's Name (Print) Print name of customer who received the container.

18) Customer's Signature Signature of customer who received the container.

19) Date Returned to DTS By Customer Customer to enter the date the container(s) and manifest are returned to DTS.

20) Date Received By DTS DTS Job Handling employee to enter the date the container(s) and manifest are received at DTS.

21) Page Enter the number of pages in the blank spaces.